Quarterly Fiscal Rate Exchange

Instructions & Specifications

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Introduction

In an effort to improve the number of errors with UI tax rates, the Montana Unemployment Insurance Contributions Bureau is pleased to offer a new and improved process for Third Party Administrators (tax preparers, accountants, fiscal agents, etc.) to receive updated rate information for their clients. With the implementation of our new STAARS system and *UI eServices for Employers*, we have streamlined the process to allow Third Party Administrators (TPA) to pull rates for your clients, when you need them, using *UI eServices for Employers.*

This document discusses the program, process, and implementation information needed to participate in the Quarterly Fiscal Rate Exchange through eServices.

Participation

Participation in the new Quarterly Fiscal Rate Exchange through eServices will require TPAs to enter into a Memorandum of Understanding (MOU) between themselves and the Montana UI Contributions Bureau. **The MOU language is still being drafted by our legal department, but we anticpate completion early to mid-February 2014.** We will be posting more information regarding the MOU in the near future. The understanding reached by the MOU is that you will collect and maintain an authorization (Power of Attorney) from each of your clients to act on their behalf in matters related to Unemployment Insurance Tax and we will not require you to send us a copy of the authorization form you have for each client; however, if at any time we do request a copy of the authorization, you must provide it.

If you can not or choose not to enter into a MOU with the Contributions Bureau, we must receive an authorization (or Power of Attorney) form for each of your clients authorizing you access to their rates, before we can release their UI Tax Rate to you.

Once we have authorization to return rate information, you will be able to access your clients' rates through *UI eServices for Employers* until such a time as the authorization is rescinded.

Process Overview

To retrieve the UI Tax Rates for your clients, you will need to create a *UI eServices for Employers* account. This account will be utilized to upload your Quarterly Fiscal Rate Exchange import file and to export the results.

- **We will no longer accept the Quarterly Fiscal Rate Exchange information on CD or Diskette.**

The Quarterly Fiscal Rate Exchange import file can be uploaded at any time in *UI eServices for Employers*, eliminating the time restraints of the past, and allowing a return export file sent to you through a secure web message to your *UI eServices for Employers* account.

File Submission and Retrieval Instructions in *UI eServices for Employers*

Submitting a Quarterly Fiscal Rate Exchange Request:

1. Log into your *UI eServices for Employers* account.
2. Click on the Bulk Services tab.
3. Click on the Fiscal Rate Exchange link.
4. Choose your rate information options from the radio buttons available.
5. If keying in information or importing a file was chosen, please key or import the employer data.
6. Click Submit.

The next day, an email will come to your preferred email account notifying you that a web message exists within your *UI eServices for Employers* account. This is your indication that your rate information is ready and available to view and export.

Retrieving the return Quarterly Fiscal Rate Exchange file:

1. Log into your *UI eServices for Employers* account.
2. Click into the Messages tab and your Unread messages.
3. View Fiscal Rate Exchange web message.
4. Click the blue Fiscal Rate Exchange link to download the file.

NOTE: If a successful rate exchange match occurs for an employer, we will NOT print and mail a Quarterly UI Tax report form to the employer. Due to the rate exchange, we assume the TPA is responsible for generation and timely submission of the employer's Quarterly UI Tax report to the Montana UI Contributions Bureau. The TPA is also responsible for timely payment of the employer's tax obligation. Montana accepts (and encourages) electronic submission of UI Tax reports, wages, and payments. Please see more information regarding electronic filing on our website: http://uid.dli.mt.gov/tax/eservice/help.asp

Important Websites:

UI eServices for Employers: UIeServices.mt.gov
Information website: http://uid.dli.mt.gov/tax/eservice/help.asp
FAQ Information: http://uid.dli.mt.gov/tax/eservice/faq.asp
Contact Information: http://uid.dli.mt.gov/tax/eservice/contact.asp

Quarterly Fiscal Rate Exchange Import Record Layout

The TPA generates one record occurrence for each client whom the TPA believes is subject to Montana UI Tax in the current calendar quarter.

Location	Field	Length	Type	Descriptions and Remarks
1-2	State Code	2	A/N	Constant "MT"
3-19	Client UI Account Number	17	A/N	Enter the 7 digit UI account number for each client
20-28	Client Federal Employer Identification Number	9	A/N	Federal Employer ID number. Enter only numeric characters. Omit hyphen, prefixes & suffixes.
29-68	Client Business Name	40	A/N	Enter client's business name
69-69	Blank	1	A/N	Enter blank.
70-109	Client Mailing Address Street Line 1	40	A/N	Enter first street line of client's mailing address. Optional field, if not used, fill with blanks.
110-149	Client Mailing Address Street Line 2	40	A/N	Enter second street line of client's mailing address. Optional field, if not used, fill with blanks.
150-174	Client Mailing Address City	25	A/N	Enter the city of the client's mailing address. Optional field, if not used, fill with blanks.
175-176	Client Mailing Address State	2	A/N	Enter the state of the client's mailing address. Optional field, if not used, fill with blanks.
177-186	Client Mailing Address Zip Code	10	A/N	Enter the zip code of the client's mailing address. Optional field, if not used, fill with blanks.
187-225	Blank	39	A/N	Enter blanks.
226-242	Client ID for use by TPA	17	A/N	Enter the client ID used by the TPA to identify the client. Optional field, if not used, fill with blanks.
243-250	File Creation Date	8	A/N	Enter the date the file was created. (YYYYMMDD). Optional field, if not used, fill with blanks.
251-256	File Creation Time	6	A/N	Enter the time the file was created. (HHMMSS). Optional field, if not used, fill with blanks.

Quarterly Fiscal Rate Exchange Export Record Layout

For each record occurrence received from a TPA, we will generate one record occurrence for return.

Location	Field	Length	Type	Descriptions and Remarks
1-256	Data Received from the TPA	256	A/N	Original data received in the import file from the TPA
257-261	Calendar year/quarter	5	A/N	The calendar year/quarter to which the information applies. (YYYYQ)
262-262	Matched Indicator	1	A/N	Y-The Montana UI Tax System matched the record occurrences received from the TPA N-The Montana UI Tax System was unable to match the record occurrence received from the TPA
263-263	Accepted Indicator	1	A/N	Y-The record occurrence received from the TPA resulted in acknowledging the employer is a client of the TPA submitting the record N-The record occurrence received from the TPA did <u>not</u> result in acknowledging the employer is a client of the TPA submitting the record
264-280	Montana UI Account Number	17	A/N	If matched indicator was equal to 'Y', the 7 digit UI Account number is provided If matched indicator was equal to 'N', the 7 digit UI Account number is <u>not</u> provided.
281-289	Federal Employer Identification Number	9	A/N	If matched indicator was equal to 'Y', the FEIN matched to the UI Account Number is provided. If matched indicator was equal to 'N', the FEIN matched to the UI Account Number is <u>not</u> provided.
290-329	Employer Business Name	40	A/N	If matched indicator was equal to 'Y', the Business Name is provided. If matched indicator was equal to 'N', the Business Name is <u>not</u> provided.
330-330	Blank	1	A/N	Blank

331-337	UI Contributions Rate	7	A/N	If accepted indicator was equal to ‘Y’, the UI Contributions Rate is provided. If accepted indicator was equal to ‘N’, the UI Contributions Rate is not provided.
338-344	Administrative Fund Tax Rate (AFT)	7	A/N	If accepted indicator was equal to ‘Y’, the AFT Rate is provided. If accepted indicator was equal to ‘N’, the AFT rate is not provided.
345-351	Total Tax Rate	7	A/N	If accepted indicator was equal to ‘Y’, the sum of the UI Contributions Rate and AFT Rate is provided. If accepted indicator was equal to ‘N’, the sum of the UI Contributions Rate and AFT Rate is not provided.
352-354	Employer Class Type	3	A/N	If accepted indicator was equal to ‘Y’, the class type is provided. (REG, RMB, GOV) If accepted indicator was equal to ‘N’, the class type is not provided.
355-355	Taxable Wage Base Indicator	1	A/N	If accepted indicator was equal to ‘Y’: ‘Y’ indicator is provided for class types in which the taxable wage base applies ‘N’ indicator is provided for class type in which the taxable wage base does not apply If accepted indicator was equal to ‘N’, taxable wage base indicator not provided.
356-364	Taxable Wage Base Amount	9	A/N	If accepted indicator and wage base indicator was equal to ‘Y’, yearly taxable wage base is provided. If accepted indicator was equal to ‘Y’ and wage base indicator was equal to ‘N’, wage base value is equal to 999999999. If accepted indicator was equal to ‘N’, taxable wage base amount is not provided.
365-465	Blanks	101	A/N	Blanks

466-466	Message Count	1	A/N	The number of messages provided to the TPA from zero to four.
467-496	Message One	30	A/N	If message count is greater than or equal to one, the first message is provided. If message count is zero, the first message is not provided.
497-526	Message Two	30	A/N	If message count is greater than or equal to two, the second message is provided. If message count is less than or equal to one, the second message is not provided.
527-556	Message Three	30	A/N	If message count is greater than or equal to three, the third message is provided. If message count is less than or equal to two, the third message is not provided.
557-586	Message Four	30	A/N	If message count is greater than or equal to four, the fourth message is provided. If message count is less than or equal to three, the fourth message is not provided.
587-594	File Creation Date	8	A/N	The date the return file was created. (YYYYMMDD)
595-600	File Creation Time	6	A/N	The time the return file was created. (HHMMSS)

Appendix A: File Error Message Descriptions

The following error message descriptions are being provided to assist in the clean-up of faulty or incorrect data. Error messages can be found in spaces 467-586 of the return Quarterly Fiscal Rate Exchange file. Up to four messages may occur for each client. To ensure the efficient processing of future submissions, **please correct as many errors as possible**.

NO MATCH: Message is received when the UI account number, FEIN, and Business Name submitted from the TPA does NOT match the information in our tax system. If this client has wages in Montana that need to be reported, visit our online website *UI eServices for Employers* to have a UI account number and rate assigned to this client. If the client does not have wages to report in Montana, remove the account information from your file and do not report any tax or wage information for this client.

MORE THAN ONE FISCAL AGENT: Message received if more than one TPA has claimed they are filing UI information in Montana for a particular client. Because we are unsure which TPA has the authority to file for this client, a rate will not be given on the return Quarterly Fiscal Rate Exchange file and a letter is sent to the client describing the issue. The client must notify the TPA if they are no longer participating in their services. The TPA who is no longer responsible for submitting UI information for the client needs to remove the account information from their file and not report any tax or wage information for this client.

NOT SUBJECT. DO NOT REPORT: Message is received when the UI account number, FEIN, and Business Name submitted from the TPA DOES match records on our tax system, but the account is no longer subject to UI in Montana. The account has been inactivated. If this client has wages in Montana that need to be reported, visit our online website *UI eServices for Employers* to have a UI account number and rate assigned to this client. If the client does not have wages to report in Montana, remove the account information from your file and do not report any tax or wage information for this client.

UI RATE NOT AVAILABLE: Message is received when the UI account number, FEIN, and Business Name submitted by the TPA DOES match records on our tax system but a rate is not available.

MULTIPLE RECS MATCHED TO EMPLR: Message is received when duplicate information is submitted for a client. If the UI account number, FEIN, and Business Name match the records on our tax system, the first entry on the file for this client will be accepted and each following record containing the same information will receive this error message. Remove all duplicate records.

FEIN DISCREPANCY PLEASE VERIFY: Message received if the UI account number and Business Name submitted match our tax system, but the FEIN does NOT match our records. The FEIN we have on record is provided in spaces 281-289 on the return Quarterly Fiscal Rate Exchange file. Verify the FEIN with your client and either update your file or contact our office to update the FEIN.

FOUND FEIN VERIFY STATE UI NUM: Message received if the FEIN and Business Name submitted match the records on our tax system, but the UI account number does NOT match our records. This message may be received if the UI account number submitted is incorrect OR null (blank). The correct UI account number is provided in spaces 264-280 on the return Quarterly Fiscal Rate Exchange file. Update your file and tax and wage information for this client.

NAME DOES NOT FULLY MATCH: Message received if the UI account number and FEIN submitted match the records on our tax system, but the Business Name does NOT match our records. The Business Name we have on file is provided in spaces 290-329 on the return Quarterly Fiscal Rate Exchange file. Verify the Business Name with your client and either update your file or contact our office to update the Business Name.

FEIN OR NAME MUST MATCH: Message received if the FEIN and Business Name do NOT match the records on our tax system, even though the UI account number may be valid. Verify the information with your client and either update your file or have your client contact our office.

MT ID OR NAME MUST MATCH: Message received if the UI account number and Business Name do NOT match the records on our tax system, even though the UI account number may be valid. Verify the information with your client and either update your file or have your client contact our office.